



10th Annual Green Chemistry & Engineering Conference

June 26 - 30, 2006

Capital Hilton - Washington, DC

INSTRUCTIONS

Reservations can be made in one of the following ways:

FAX:

801-355-8019

MAIL:

The Housing Connection
90 South West Temple
Salt Lake City, UT 84101

DEADLINE

Reservations must be made by phone, fax, mail or internet by **June 1, 2006** in order to guarantee convention rates.

CONFIRMATIONS

The Housing Connection will send you a confirmation of your reservation. Please review all information for accuracy. E-mail confirmations will be sent if an e-mail address is provided (preferred), or they can be faxed or mailed. If you do not receive a confirmation or have questions, please call The Housing Connection. **You will not receive a confirmation from the hotel.**

ROOM DEPOSIT REQUIRED TO- SECURE RESERVATION:

Reservations will not be accepted without a check deposit of one night's room rental plus tax or a credit card guarantee for each room reserved. Room deposits will be accepted in the form of a check made payable to: The Housing Connection at 90 South West Temple, Salt Lake City, UT 84101; or a valid credit card with signature authorizing the credit card to be charged. If a charge to the credit card is denied, we reserve the right to release your reservation.

CANCELLATION POLICY

Cancellations after June 1, 2006 and prior to 72 hours before arrival will be charged a \$25 cancellation fee. One night's room and tax will be forfeited entirely if cancellation occurs within 72 hours of arrival. If you do not arrive at the hotel on the date indicated you will be considered a 'no-show' and will forfeit one night's room and tax. An Early Check-out Fee of \$50.00 may be charged by the hotel to any guest who checks out of the hotel before their stated departure date.

GUEST INFORMATION

Arrival Date _____ **Departure Date** _____

First Name _____ M.I. _____ Last Name _____

E-mail Address: _____

Daytime Phone: _____ Fax: _____

Church _____

Address _____

Address 2 _____

City/State/Province _____

Zip/Postal Code, Country _____

HOTEL INFORMATION

Hotel	Single	Double
Capital Hilton – Washington, DC	\$195.00	\$215.00

Hotel may charge an additional fee for triple or quad occupancy

All rates are per room and are subject to 14.5% tax (subject to change)

Special requests can not be guaranteed, however hotels will do their best to honor all requests. Hotels will assign specific rooms upon check-in, based on availability.

Room Type Requested: _____ One Bed _____ Two Beds

Submit only one room request per form. Should additional forms be needed, please make copies.

List all room occupants:

☐  Check here if you have a disability requiring special services ☐ Non smoking request

Special requests: _____

DEPOSIT INFORMATION

All reservations requests must be accompanied by a credit card guarantee or check for one night's deposit. Housing Forms received without a valid guarantee/deposit will not be processed. Faxed requests must include a valid credit card. Check deposits must be mailed with a completed housing form.

☐ Visa

☐ Discover

☐ Diner's Club

☐ MasterCard

☐ American Express

Card Number _____ Exp. Date _____

Name on Credit Card _____

Cardholder's Signature* _____

*I hereby authorize The Housing Connection or any one of the participating hotels, to process a charge to my credit card for each Room Deposit in accordance with the policies and information provided herein no sooner than June 3, 2006.

☐ One night's check deposit enclosed and made payable to The Housing Connection. Mail housing forms to: The Housing Connection, 90 South West Temple, Salt Lake City, UT 84101.